St John’s Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John’s Regional College are our most valuable resource. Each and every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

All people who carry out work in any capacity for MACS is required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

**KEY RESPONSIBILITY AREAS AND DUTIES**

**POSITION OBJECTIVES**

The School Counsellor supports student wellbeing by providing pastoral care, mentoring, and engagement programs aligned with MACS and College policies, fostering a safe, inclusive, and faith-driven school environment.

**KEY RESPONSIBILITES**

**Responsible to:**

The School Counsellor is an Education Support Employee appointment is responsible to the College Leadership Team via the Deputy Principal Student Wellbeing.

**Collaborates with:**

The School Counsellor collaborates with the Leadership Team, House Coordinators, and other relevant College personnel to support student wellbeing and engagement. They work closely with parents and guardians to ensure a holistic approach to student development, providing guidance and interventions aligned with MACS and College policies.

**General Duties**

* Provide confidential counselling and guidance to students who may be self, teacher or parent referred
* Support to students who are disengaged from school
* Support students establish social networks
* Support students to advocate for their needs both academically and socially at school.
* Plan and conduct group activities to support social connections or emotional wellbeing
* Support young students in developing strategies to overcome difficulties, develop self-efficacy and cope with the pressures of being deaf, studying and managing social and family pressures
* In conjunction with the wellbeing teams, identify and respond to children and young people at risk
* Support students develop positive behaviours and thoughts as part of the College initiative Positive Behaviours for Learning.
* To attend Program Support Group meetings as required.

**Develop relationships and liaise with outside agencies**

* Make appropriate and timely referrals to outside agencies
* Liaise with agencies as is necessary for case management
* Provide information to students and families on available resources and referral

**Identify, administer and promote programs specifically support our CALD community**

* Address anti-social behaviour and empower local communities to support and engage families.
* Reduce the barriers to education for young people at risk and help young people stay engaged in

education to minimise the risk of long-term welfare dependency.

* Enable school communities to design and implement initiatives to increase participation, school

completion rates and community engagement.

**Administer and interpret psychological assessments (Psychologists only)**

* Conduct psychological screening in child and adolescent mental health
* Conduct cognitive assessments, report writing and report feedback meetings
* Analyse and interpret psychological, behavioural and cognitive assessments completed by external agencies and

communicate findings to relevant staff

**The responsibilities of the School Counsellor are:**

* Assist students on an individual or group basis in specific learning areas.
* Assist with the communication between students and teachers, particularly the interpretation of instructions.
* Support students on Student Behaviour Support Plans or Safety Plans.
* Provide basic physical and emotional care for student
* Assist with the supervision of students in playgrounds, at camps, on excursions, in sporting activities and life skills.
* Assist in the preparation of student resources and equipment.
* Observe students and draw the attention of the teacher to them where necessary.
* Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.

**OCCUPATIONAL HEALTH AND SAFETY**

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health

and Safety are adhered to.

Staff are advised that they are to:

* Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
* Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
* Follow established safe working procedures, instructions and rules;
* Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
* Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
* Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupation Health and Safety College Policy may be viewed through accessing the College Policies

via SEQTA and Teams

**CHILD SAFETY**

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.

Staff must adhere to the following:

* A thorough understanding of the College’s Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
* Assist in the provision of a child-safe environment for students;
* Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

**POSITION REQUIREMENTS**

**Skills and Experience**

* + - Very well developed interpersonal, verbal, and written communication skills
    - Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
    - Strong attention to detail/compliance and a focus on taking action to close out tasks.
    - Ability to record and maintain case notes in accordance with College requirements and professional protocols
    - Excellent time management and organisational skills.
    - Demonstrated ability to maintain strict levels of confidentiality
    - Excellent customer service skills with a growth mindset
    - A resourceful team member who can operate in a collaborative and inclusive manner.
    - Capacity to work collaboratively, sustain professional relationships and build an effective team culture
    - Demonstrated problem solving and analytical skills

**Personal and professional conduct:**

* Demonstrate a commitment to the Catholic ethos, policies and practices of St John’s Regional College;
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships

within the school community

* Have regard for the need to safeguard students’ well-being and respecting individual differences and

diversity by following relevant statutory guidance along with MACS and College policies and procedures

* Professional and neat appearance
* A personal sense of initiative, enthusiasm and a high level of energy
* Demonstrate a positive, can-do, go-the extra-mile attitude
* Ability to show empathy and act in a confidential and professional manner
* Managing sensitive information with discretion
* Attend relevant Professional Learning consistent with ARM and Annual Goals
* Be involved in the broader life at St John’s Regional College by attending whole College events
* Undertake regular professional supervision

**Working with others**

* + Recognise and respect the role and contribution of other professionals, by liaising effectively and working

in partnership with them

* + Share knowledge to inform planning and decision making
  + Work collaboratively with subject teachers and other colleagues, including visitors

**CONDITIONS**

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

|  |  |
| --- | --- |
| **Classification** | Education Support, Category B |
| **Employment Status** | Fixed Term |
| **Time Fraction** | Full-time |
| **Hours of Work** | 8:30 AM to 4:36 PM |
| **Leave** | All School Holidays |
| **Other Requirements** | Working With Children Check for Victoria  National Police Record Check  Level 2 First Aid (including asthma and anaphylaxis) |

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.